

These materials were developed under the auspices of the Board for specific classroom presentations and are posted as reference documents for the local government and Board staff who attended this training. They are not intended to stand alone as informational or training materials.

If you require assistance in obtaining access to this presentation, call the Public Affairs Office at (916) 341-6300 or Dennis Corcoran at (916) 341-6395.

LANDFILL RECORD KEEPING REQUIREMENTS

Objectives

- **Identify Records Required**
- **Inspection Guidance**
- **Group Exercise**

Title 27, §20510

- a) Weight & Volume Records
- b) Records of excavations which may affect the safe and proper operation of the site or cause damage to adjoining properties.
- c) Log of Special Occurrences
- d) Record of Personnel Training as required by 20610.
- e) Copy of written notification to the EA, local health agency, and local fire authority of owner/operator contact info (names, addresses and telephone numbers).



Title 27, §20510

- f) Disposal site records, including MSWLF unit records, shall be available for inspection by the EA, the local health agency and the CIWMB during normal business hours and retained near the site in an operating record or in an alternative location approved by the EA.
- g) Each site shall maintain records for the Disposal Reporting System as required by Title 14 California Code of Regulations §18800 et seq.



Sample Library of Required Documentation for the Operating Record/Disposal Site Records
(have a separate binder for each requirement)

Closure and Postclosure
Maintenance Plan

Gas Monitoring Results

Loadchecking Program:
Inspections, Training, and
Notification Procedures

Personnel Training

Log of Special Occurrences

Weight and Volume Records

Joint Technical Document (RDSI)

Inspection Guidance

Inspector checks for the following:

- Does the site maintain all required records?
- Is it readable & accessible?
- Is the information up to date?

Inspection Guidance, con't.

- **LEA should routinely check /review the adequacy of documents.**
- **If a section is missing, document & give a compliance date. Previous inspector may have missed it.**
- **Work w/ the operator to address any missing information.**

Disposal Reporting System Records

Title 14, §18810.9

Two reports required

- Quarterly Disposal Report
- Annual Methods Report

Operator shall keep copies of the information and all supporting documents for three years

Inspection Guidance for Quarterly Disposal Report & Annual Methods Report

What the inspector checks for:

- Does the site maintain the records?
- Is it readable & accessible?
- Is the operator adequately reporting their beneficial reuse/ADC numbers?
Is there info to support?

Title 27, §20610 Training

“Personnel assigned to operate the site shall be adequately trained in subjects pertinent to the site operation and maintenance...”

Title 27, §20610

Training (cont.)

- hazardous materials recognition and screening
- heavy equipment operations
- safety
- health
- environmental controls
- emergency procedures

Section 20515 UNIT RECORDS

- Airport location restrictions: A record that shows the LF poses no bird hazard to an adjacent airport (w/in 10,000 ft. for jets; 5,000 ft for other planes).
- Records of random inspections, records of training to identify regulated hazardous and PCB waste, and notification procedures of DTSC if a regulated hazardous waste or PCB's are encountered.
- Look for: Time/date; staff name; type of vehicle; size of load; how checked (spread out or in the vehicle); and any comments.

Title 27, §20515 UNIT RECORDS

- Gas monitoring results and any remediation plans. Should reflect descriptions in JTD.
- The most recent Closure/Postclosure Maintenance Plan
- Recent cost estimates & financial assurance documentation
- Compliance with small landfill exemption

TITLE 27, §20517

Documentation of Enforcement Agency Approvals, Determinations and Requirements

- All written authorizations to the operator shall be placed in the operating record.
- Example: ADC approvals by the LEA
- Suggestion: Could have minor changes that the operator has noticed the EA here too.
(21620(a))

TITLE 27, §20690(a)(5)

Alternative Daily Cover

- The owner or operator shall maintain a record of waste-derived Alternative Daily Cover in accordance with Title 14, §18800 et. seq.